

California Department of Corrections

Financial Information Memo

SUBJECT:	FIM NUMBER:
DAILY JAIL RATE PROCESS	2002-06
REFERENCES:	DATE:
Penal Code Section 2910 Penal Code Section 4016.5	November 27, 2002

DISTRIBUTION

Headquarters Accounting Services Section
Parole and Community Services Division
Program and Fiscal Audits Branch

PURPOSE

This Financial Information Memo identifies the process for establishing, auditing and changing Daily Jail Rates.

BACKGROUND

The Penal Code provides for reimbursement to local jurisdictions for the cost of detaining State parolees in local jail facilities pending disposition of parole revocation hearings and/or transportation to a State prison facility. The reimbursement process is managed under the Local Assistance Program, with program parameters and guidelines for developing the daily reimbursement rate provided in the Daily Jail Rate (DJR) Manual.

DISCUSSION

The Program and Fiscal Audits Branch (PFAB) and Parole and Community Services Division (P&CSD), Local Assistance Program work cooperatively to maintain the Daily Jail Rate Manual and coordinate its annual distribution to local jurisdictions.

Per program guidelines, local jurisdictions are required to submit a DJR proposal annually to PFAB, due by March 1st, for review and approval. Local jurisdictions may elect to carry an approved DJR forward up to two years, provided there is no material change to the DJR and/or services provided.

The PFAB notifies local jurisdictions of an approved new or continuing DJR, as appropriate, for each jurisdiction. The Headquarters Accounting Services Section (HASS) receives a copy of the approved rate. In addition, the PFAB provides HASS a monthly updated spreadsheet listing all jurisdictions, and the approved rates.

An approved DJR is applied retroactively, as identified in the notification, with HASS effecting payment adjustments as required.

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The PFAB has responsibility for evaluating costs included by local jurisdictions in the DJR calculations for compliance with DJR Manual guidelines. The PFAB, in conjunction with the P&CSD, identifies local jurisdictions for DJR audits. The Fiscal and Business Management Audits Unit develops an audit plan and conducts the DJR audits.

ACTION REQUIRED

When scheduling payment of invoices for DJR claims, HASS must review the invoice for completeness, accuracy and to ensure that charges are based on an approved DJR.

In the event HASS receives a rate change request that has not been approved by PFAB, it shall be referred to P&CSD prior to scheduling payment.

If you have further questions regarding this FIM, please contact William B. Dougherty, Chief, Accounting Management Branch at (916) 324-6525 or Paul Thatcher, Chief Accounting Policies and Procedures Section at (916) 322-6051.

ORIGINAL SIGNED BY

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